



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF STATE PROCUREMENT**

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M E M O R A N D U M

**TO:** All State Agencies, Boards and Commission, and  
Institutions of Higher Education

**FROM:** Joe Giddis, Director  
Office of State Procurement

**DATE:** April 4, 2002

**SUBJECT:** Removal of Files/Records

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The Marketing and Redistribution staff does not have the capability of cleaning and examining each piece of office furniture and equipment that is shipped to the Young Road location or that is offered for sale at "on location or site sales". It is the agencies responsibility to remove all files, records, articles and any other information from file cabinets, desk drawers and storage cabinets prior to sending those items to Marketing and Redistribution. The same procedures must be followed for "on location or site sales".